**Job Description**

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| **Job Title:** | Health Care Assistant |
| **Reports to (job title):** | Nurse Manager |
| **Line Manager to:** | N/A |
| **Job Purpose:**  The Health Care Assistant Role within Integrated Sexual Health is to work in clinics held in various Cheshire West and Chester locations to provide care and support for sexual health patients.    The post holder will participate in the delivery of care interventions and delegated tasks such as asymptomatic testing for sexually transmitted infections, assistance during intrauterine device fittings, contraceptive advice and health promotion interventions using own initiative and reporting to a Registered Practitioner. | |
| **Key Responsibilities**    Clinical Duties  •Perform designated high quality nursing tasks for clients in the clinic environment and support medical and nursing staff as required. Performance of clinical skills will be dependent on the competence and confidence of the individual  •Report all matters pertinent to a clients’ condition and circumstances, including any changes, to relevant members of the Contraception & Sexual Health team  •Assist in specialist appointment clinic sessions as directed by qualified members of the team, for example IUD/IUS insertions, implant insertions and implant removals.  •Participate in asymptomatic screening clinics ensuring appropriate advice is given and advice is sort from colleagues as required. Refer patients to Nursing or doctor colleagues when required  •Undertake Microscopy, sharing results with appropriate colleagues and seeking advice when needed  •To ensure that health promotional materials are available within the Contraception & Sexual Health clinics  •Maintain stock levels and ensure stock rotation and stock checks are carried out  •Assist clients as required within the clinics maintaining their privacy and dignity at all times. Advising on the principles of a healthy lifestyle, advising on the promotion of health and prevention of ill health, particularly relating to their sexual health | |
| **Our Values**    Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.  To many organisations values are just words which don’t translate into reality of the day to day.  At Virgin Care, our values flow through everything that we do, they define who we are, what we | |
| stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.  We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. They’re our moral compass and define the way we *Think, Care* and *Do* our bit.  1. **Strive for Better** – Think   * Challenge * Improve * Learn     2. **Heartfelt Service** - Care   * Inspire * Understand * Communicate     3. **Team Spirit** - Do   * Accountability * Involve * Resilience | |
| **Confidentiality and Information Security:**  As a Virgin Care employee you will be required to uphold the confidentiality of all records held by the company, whether patient’s/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.    All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by UK Data Protection laws and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice,](https://www.gov.uk/government/publications/records-management-code-of-practice-for-health-and-social-care) [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](http://systems.hscic.gov.uk/infogov/codes/cop/code.pdf) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.    **Information Governance Responsibilities** | |

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| As a Virgin Care employee you are responsible for the following key aspects of Information Governance (not an exhaustive list):   * Completion of annual information governance training * Reading applicable policies and procedures * Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements * Ensuring the security and confidentiality of all records and personal information assets * Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines * Adherence to the clear desk/screen policy * Only using email accounts authorised by Virgin Care – eg @virgincare.co.uk, NHSmail etc. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies. * Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead  Only using approved equipment for the use of Virgin Care business |
| **Governance**  Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with Virgin Care policies and procedures. |
| **Registered Health Professional**  All staff who are a member of a professional body must comply with standards of professional practice / conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements. |
| **Risk Management / Health & Safety**  The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.    Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times. |
| All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.    All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety. |
| **Safeguarding Children and Vulnerable Adults Responsibility**  Virgin Care as an employer is committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment by working to relevant safeguarding legislation, multi-agency policies and procedures and Virgin Care policies and guidance. All colleagues working directly with people using our services, will support them to participate in decision making in accordance with the Mental Capacity Act 2005. |
| **Medicines Management Responsibility**  **Nursing or registered healthcare professionals**  Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.    **Skilled non-registered staff**  Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved: |
| **Policies & Procedures**  All Staff will comply with the Companies Policies and Procedures which can be found on the company intranet. |
| **General**  Virgin Care is committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.    We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.    The company recognises a “non smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business. |

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| **Equal Opportunities**  It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success. |
| **Flexibility Statement**  This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager. |

**PERSON SPECIFICATION**

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|  | **Essential** |  | **Desirable** |
|  | Experience in health care settings.  Good communication skills  NVQ 2/3 or equivalent  Able to complete simple observations.  Good written and spoken English Good numeracy skills.  Good IT skills  Able to follow instructions.  Accurate documentation skills.  Able to establish & maintain good relationships with patients, their families, colleagues and the wider multi-disciplinary team  Positive role model to others.  Supervise/mentor members of the team.    Demonstrates the ability to follow guidelines & procedures within agreed boundaries  Knowledge of what constitutes high risk sexual behaviour  Knowledge of signs& symptoms of vasovagal collapse during intrauterine device insertion.  Trained in recognition of vasovagal collapse at intrauterine device insertion.  Demonstrates effective written and verbal communication skills  Ability to adopt a flexible approach & prioritise workload  Following training is able to work without direct supervision, and is able to recognise their own limitations    Venepuncture |  | Make suggestions for service improvement.  Use of Lilie electronic records system |
| Other requirements: -     N/A | | | |

Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_